500-121-8188-A

PROCESS THE PERSONNEL TRANSACTION REGISTER BY ORIGINATOR (PTRO) (PCN: AAC-P11) IDENTIFY ERROR CONDITIONS

TEC Lesson 500-121-8188-A

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SOLDIER SUPPORT INSTITUTE
FORT BENJAMIN HARRISON, INDIANA 46216-5590

STUDENT/SUPERVISOR INSTRUCTIONS, PRE-TEST/POST-TEST, AND ANSWER KEY ARE CONTAINED IN THIS BOOK

REVISED JUNE 1986

D 101.6/7:

If you have questions or comments concerning this TEC Lesson, address them to:

COMMANDER
US Army Soldier Support Institute
ATTN: ATSG-DTC-E
Fort Benjamin Harrison, IN 46216-5590

READ THE STUDENT/SUPERVISOR INSTRUCTIONS CAREFULLY. BE SURE YOU UNDERSTAND THEM COMPLETELY BEFORE BEGINNING THE LESSON. PLEASE DO NOT WRITE IN THIS BOOK.

The words "he," "his," and "men," when used in this publication, represent both the masculine and feminine genders unless, otherwise specifically stated.

TYPE OF LESSON

- Personnel Administration

AUDIENCE

- MOS 75B, C, D, E
- Skill level 1/2

TRAINING OBJECTIVE

Soldiers completing this lesson should be able to:

- correctly identify error conditions on the Personnel Transaction Register By Originator (PTRO) IAW DA Pam 600-8-1.

MATERIAL/EQUIPMENT/PERSONNEL REQUIRED

- Lesson materials: Lesson book
- pencil, paper
- DA Pam 600-8-1, SIDPERS Unit Level Procedures

TIME REQUIRED

- Individual: 1.5 hours
- Group: 1.5 hours

REFERENCES

- STP 12-75-B12-SM (Task 121-031-1203)
- AR 680-29

STUDENT INSTRUCTIONS:

- Prerequisites: Before taking this lesson, you should have successfully completed TEC lessons 500-121-8184-A, 500-121-8185-A, 500-121-8200-A, 500-121-8202-A, and 500-121-8204-A.
- Take the Pretest/Posttest. If you pass, you do not have to take the lesson.

STUDENT/SUPERVISOR INSTRUCTIONS

- Make sure you have the material and equipment required to complete the lesson.
- Take the lesson. Use a separate sheet of paper for the exercises. Do not write in this book.
- When you complete the lesson, take the Pretest/Posttest again. If you do not pass, take the lesson again.

SUPERVISOR INSTRUCTIONS

- Make sure students have completed the prerequisites listed in the Student Instructions.
- Administer the Pretest/Posttest to determine the need for the lesson. Responses to test questions must be made on a separate sheet of paper, not in the lesson book. To pass the test, a soldier must answer 16 of the 19 test items correctly.
- Make sure students have the material and equipment required to complete the lesson.
- Administer the lesson to students who do not pass the Pretest/Posttest. Remind them to write their responses to the exercises on a separate sheet of paper and not in the lesson book.
- Administer the Pretest/Posttest to students who complete the lesson. Students who do not pass must take the lesson again.

TEC LESSON 500-121-8188-A

Revised June 1986

Process the Personnel Transaction Register By Originator

(PTRO) (PCN: AAC-P11) Identify Error Conditions

This test consists of 19 questions that cover every training objective of the lesson. These questions have a total value of 19 points. When you have completed the test, check your answers against the Pretest/Posttest Answer Key on page 44. If you do not score at least 16 points, you must take the lesson-or take it again if you have already taken it. Write your responses on a separate sheet of paper. Do not write in this book.

PART I

Take out a blank piece of paper to record your answers for this portion of the test. Examine the PTRO on page 4 and answer the following questions.

1. What is the total number of transactions that processed?

2. On what date was the PTRO prepared?

3. What is the total number of transactions that did not process?

4. How many compatibility printlines are shown on this PTRO?

5. What is the Cycle Date for this PTRO?

PREPARED 94 AUG 13 PCN: AAC-P11 PERSONNEL TRANSACTION REGISTER CD 94 AUG 12 SCN HL PAGE 01
ORIGINATOR CODE SN

TRANSACTIONS PROCESSED TRANSACTION DATA	F D	NON-ESSENTIAL ERROR MESSAGES	ERROR CONTROL NUMBER
940810DYSTBLEIE113312331SNPDY/AWL/0050/AHDAA.	U		
940810GRCHCARPE222362263SNSP4/D/940810.	U		
940809DPRTEVANS166462470SNAHDAAAABAE/940907//3A/0.	R	NNDL	HL00104

TOTAL TRANSACTIONS PROCESSED 03

TRANSACTIONS NOT PROCESSED TRANSACTION DATA	F ESS/NON-ESSENTIAL D ERROR MESSAGES		ERROR CONTROL NUMBER
940808DYSTDELAG45866807aSNHOS/PDY/1600/AHDAA	U EFMT		HL00056
940810DYSTFALAS277502403SNPDY/HOK/0030/AHDAA.	U EDYS		HL00127
940810DYSTFOWLE300482959SNHOS/PDY/1440/AHDAA. FOWLER E 300482959V SP4M R 6 960929 63C1000 A TDY 940726 910527AHDAA	U CDYS BHDAA910426	700625 900930 900930 A	HL00179
940910GRCHKINNE276541487SNPFC/D/940810. KINNER E 276541487V PV22 R 3 960501 1131000 A PDY 940915 931215 AHDAA	U CC-D	A	HL00155
940802DYSTLEE J270523244SNHOS/PDY/1830/AHDAA. LEE JO E 270523244V PFC3 R 4 960730 1131000 A PDY 940725 930110AHDAA	U CDYS BI3AA930105	730222 920731 920526 A	HL00148

TOTAL TRANSACTIONS NOT PROCESSED 05

READEX microfilm
best copy available

PART II

A. For each transaction listed on the PTRO, place an "X" in the correct box to show whether the transaction contains an error.

B. Then, if you answered "Yes" in the first column, place an "X" in one of the boxes in Part B to show which of the 4 kinds of errors that transaction contains.

Use a copying machine or your pencil and paper to make a separate copy of the chart below to record your answers for Part II of this test.

TRANSACTION #	A		B			
	CONTAINS ERROR(S)		IF YES, WHICH KIND OF ERROR?			
	YES	NO	NONESSENTIAL VALIDITY	NONESSENTIAL COMPATIBILITY	ESSENTIAL VALIDITY	ESSENTIAL COMPATIBILITY
1						
2						
3						
4						
5						
6						
7						
8						

TEC LESSON

INTRODUCTION

This lesson is the first in a series of three lessons on the Processing of the Personnel Transaction Register by Originator (PTRO). In previous TEC lessons you learned how to prepare and process SIDPERS change reports (DA Form 3728). When you are on the job and start submitting SIDPERS input (SIDPERS Change Reports) into the SIDPERS computers, you will get a report to show how well you did. This report is called the Personnel Transaction Register by Originator (PTRO) (SIDPERS output). The PTRO is nothing more than a listing of the change reports you processed on the previous work cycle. On the PTRO these transactions are grouped as processed and unprocessed.

PTRO

Pictured below is a sample PTRO. It lists all the transactions that you, the personnel administration specialist, submitted on the previous work cycle. Some of the transactions contain errors. The PTRO will tell you which ones and what types of errors. First, however, you must learn how to read the PTRO.

PREPARED 94 FEB 01 PCN: AAC-P11 PERSONNEL TRANSACTION REGISTER CD 94 JAN 31 SCN AH PAGE 01
ORIGINATOR CODE SN

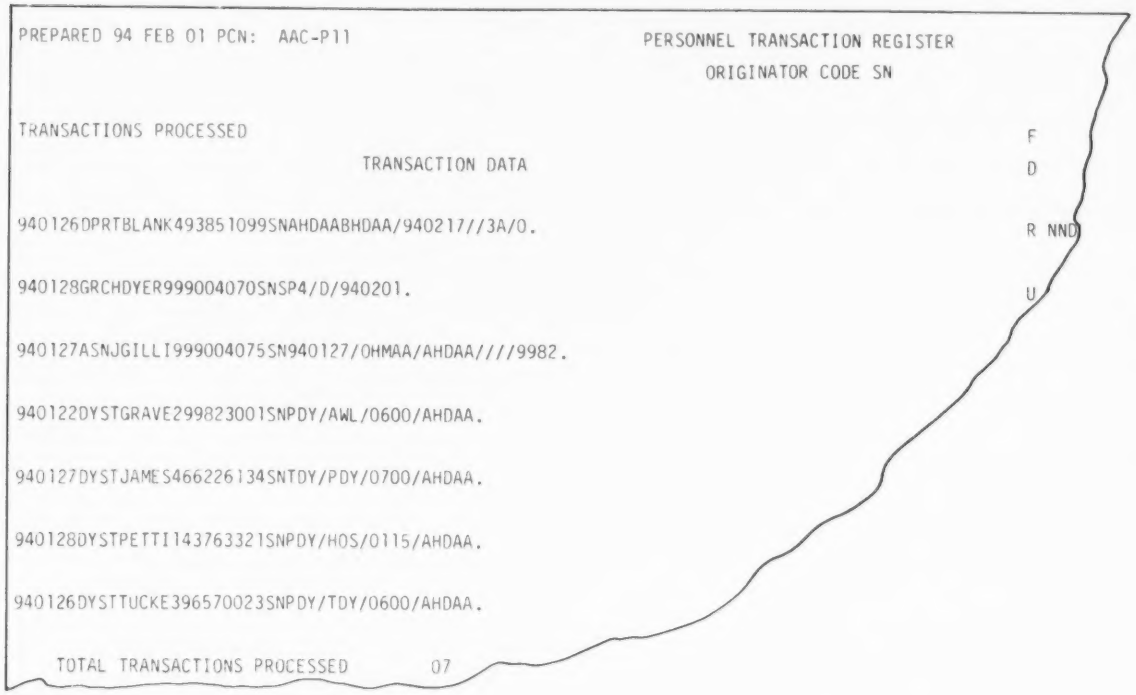
TRANSACTIONS PROCESSED TRANSACTION DATA	F D	NON-ESSENTIAL ERROR MESSAGES	ERROR CONTROL NUMBER
940126DPRTBLANK493851099SNAHDAABHDAA/940217//3A/0.	R	NNDL	AH00113
940128GRCHDYER999004070SNSP4/D/940201.	U	MOOR	AH00103
940127ASNJGILLI999004075SN940127/OHMAA/AHDAA////9982.	R	NPNO	AH00104
940122DYSTGRAVE299823001SNPDY/AWL/0600/AHDAA.	U		
940127DYSTJAMES466226134SNTDY/PDY/0700/AHDAA.	U		
940128DYSTPETTI143763321SNPDY/HOS/0115/AHDAA.	U		
940126DYSTTUCKE3965/0023SNPDY/TDY/0600/AHDAA.	U		

TOTAL TRANSACTIONS PROCESSED 07

TRANSACTIONS NOT PROCESSED TRANSACTION DATA	F D	ESS/NON-ESSENTIAL ERROR MESSAGES		ERROR CONTROL NUMBER
940127DYSTCARSW27591668SNPDY/HOS/1130/AHDAA.	U	CDYS		AH00137
CARSWE E 275291668V SGT5 R 6 960821 1182000 A HOS 940115 930522 AHDAA	930520 APEXE 930520		A	
940125DYSTCOX T3263019125NODY/AWL/9700/AHDAA.	U	EDYS ETIM		AH00217
940128ANSJDRUCK30/431769SN940128/AHDA1/AHDAA////9992.	R	EFMT		AH00211
940128GRCHFARGO217650843SNSP3/D/940128.	U	EGRD		AH00139
950128DPRTNEPTU443/318/4SNAHDAAOUSAT/940229//3A.	Z	CREP		AH00133
NEPTUN E 443731874V SGT5 R 6 960910 1182000 A PDY 911230 900812 AHDAA	AHDA1 900812	680219 880110 880110	A	
940128DYSTNORWO 42508663SNPDY/TDY/0900//AHDAA.	U	EFMT ESSN EUMN		AH00214

TOTAL TRANSACTIONS NOT PROCESSED 06

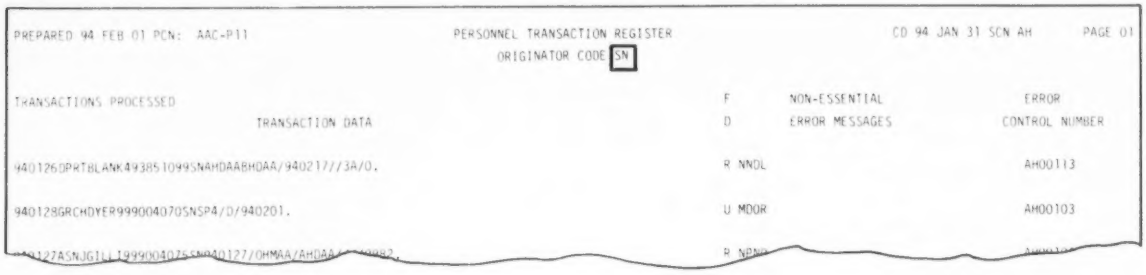
The first item to look at on this PTRO is the date the report was prepared. The date prepared is located in the upper left corner of the report and is labeled PREPARED. As you can see, the prepared date of this PTRO is 1 Feb 94.



```
PREPARED 94 FEB 01 PCN:  AAC-P11                    PERSONNEL TRANSACTION REGISTER
                                                         ORIGINATOR CODE SN

TRANSACTIONS PROCESSED                                                          F
                                TRANSACTION DATA                                D

940126DPRTBLANK493851099SNAHDAABHDAA/940217//3A/0.                              R NND

940128GRCHDYER999004070SNSP4/D/940201.                                          U

940127ASNJGILLI999004075SN940127/0HMAA/AHDAA////9982.

940122DYSTGRAVE299823001SNPDY/AWL/0600/AHDAA.

940127DYSTJAMES466226134SNTDY/PDY/0700/AHDAA.

940128DYSTPETTI143763321SNPDY/HOS/0115/AHDAA.

940126DYSTTUCKE396570023SNPDY/TDY/0600/AHDAA.

   TOTAL TRANSACTIONS PROCESSED       07
```

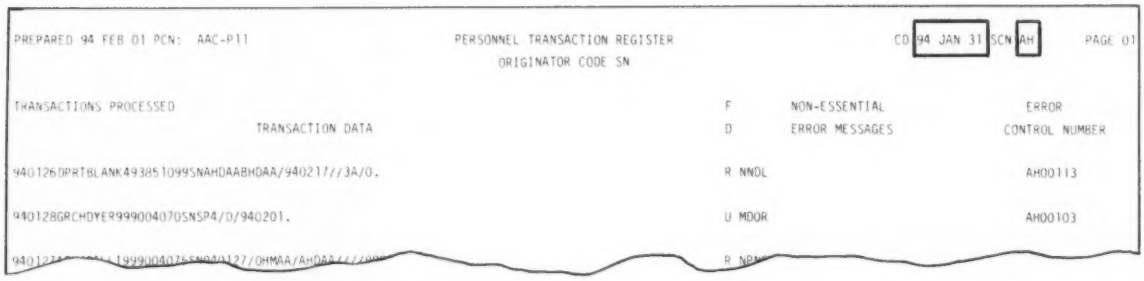
TEC LESSON

Pictured below in the center of the register is "PERSONNEL TRANSACTION REGISTER ORIGINATOR NR SN." SN tells you what type of output you are looking at and who is the originator (originator code of SN).



PREPARED 94 FEB 01 PCN: AAC-P11 PERSONNEL TRANSACTION REGISTER ORIGINATOR CODE SN CD 94 JAN 31 SCN AH PAGE 01

TRANSACTIONS PROCESSED TRANSACTION DATA	F D	NON-ESSENTIAL ERROR MESSAGES	ERROR CONTROL NUMBER
9401260PRTBLANK49385109995NAHDAABHDAA/940217//3A/0.	R	NNDL	AH00113
940128GRCHDYER9990040705NSP4/D/940201.	U	MDOR	AH00103
940127ASNJG1LL1999004076SN940127/OHMAA/AHDAA	R	NPNR	



PREPARED 94 FEB 01 PCN: AAC-P11 PERSONNEL TRANSACTION REGISTER ORIGINATOR CODE SN CD 94 JAN 31 SCN AH PAGE 01

TRANSACTIONS PROCESSED TRANSACTION DATA	F D	NON-ESSENTIAL ERROR MESSAGES	ERROR CONTROL NUMBER
9401260PRTBLANK49385109995NAHDAABHDAA/940217//3A/0.	R	NNDL	AH00113
940128GRCHDYER9990040705NSP4/D/940201.	U	MDOR	AH00103
940127	R	NPN	

The next item "boxed" on the PTRO is the CD or cycle date. The cycle date is the "as of" date of the SIDPERS processing cycle in which the report was produced. It is located in the upper right portion of the report to the right of the report title. The cycle date of this PTRO is 31 Jan 94. Next to the cycle date is the SCN, which stands for Shipment Control Number. The SCN is AH and is boxed in the example above. These two items (cycle date and SCN) are used to make up the cycle/date when posting a soldier's Personnel Data Card, (PDC) (DA Form 2475-2, Part II).

Directly under the PREPARED date of the PTRO is the TRANSACTIONS PROCESSED section of the report. Listed under the heading TRANSACTION DATA are all the transactions that were processed on the previous work cycle. These transactions are listed - one line for each transaction just as they were on the DA Form 3813, Part I.

Note: There are two kinds of transactions that are listed in this TRANSACTIONS PROCESSED section: (1) those that processed without any errors and (2) those that processed with minor or nonessential errors.

PREPARED 94 FEB 01 PCN: AAC-P11 PERSONNEL TRANSACTION REGISTER ORIGINATOR CODE SN CO 94 JAN 31 SCN AH PAGE 01

TRANSACTIONS PROCESSED TRANSACTION DATA	F NON-ESSENTIAL D ERROR MESSAGES	ERROR CONTROL NUMBER
940126DPRTBLANK493851099SNAHDAABHDAA/940217//3A/0.	R NNDL	AH00113
940128GRCHDYER999004070SNSP4/D/940201.	U MDOR	AH00103
940127ASNJGILLI999004075SN940127/OHMAA/AHDAA////9982.	R NPNO	AH00104
940122DYSTGRAVE299823001SNPDY/AWL/0600/AHDAA.	U	
940127DYSTJAMES466226134SNTDY/PDY/0700/AHDAA.	U	
940128DYSTPETTI14376332ISNPDY/HOS/0115/AHDAA.	U	
940126DYSTTUCKE396570023SNPDY/TDY/0600/AHDAA.	U	

TOTAL TRANSACTIONS PROCESSED 07

To post the cycle/date for the PDC, Part II, first write the SCN followed by a space and then enter the cycle date from the PTRO. The posting of all transactions from the same PTRO will have the same cycle/date. The cycle/date used for posting SP4 Dyer's DA Form 2475-2, Part II, IS AH 940131, as shown below.

NAME: DYER,Edward Elvis	SSN: 999-00-4070						
PART II							
SIDPERS TRANSACTION			**DISPOSITION**				
DATE REPORTED	ACTION REPORTED	EFFECTIVE DATE	INITIALS	CYCLE/DATE	NOTE 1 P	NOTE 1 U	REMARKS
930226	ARR/930225/APEXE/AHDAA////						
	BC23.	930225	[illegible]	BD 930227	X		
940128	GRCH/SP4/D/940201	940128	[illegible]	AH 940131	(X)		NE Error

See how the TRANSACTIONS PROCESSED portion of the PTRO affects the DA Forms 2475-2, Part II, of SP4 Dyer and SGT Gilliam. Next to the cycle/date column find the note 1 "P" and "U" column. Look at the bottom of the PDC (DA Form 2475-2, Part II); find "NOTE 1 P (Processed) and U (Unprocessed.)" Since both of these transactions processed it means that the SIDPERS computer has been updated. To show this on the DA Form 2475-2, simply place an "X" in the "P" box across from each cycle date entry. Look at the figure on the next page.

TEC LESSON

PREPARED 94 FEB 01 PCN: AAC-P11 — PERSONNEL TRANSACTION REGISTER ORIGINATOR CODE SN — CD 94 JAN 31 SCN AH — PAGE 01

TRANSACTIONS PROCESSED / TRANSACTION DATA	F / D	NON-ESSENTIAL ERROR MESSAGES	ERROR CONTROL NUMBER
940126DPRTBLANK493851099SNAHDAABHDAA/940217//3A/0.	R	NDL	AH00113
940128GRCHDYER999004070SNSP4/D/940201.	U	NDOR	AH00103
940127ASNJGILLI999004075SN940127/OHMAA/AHDAA////9982.	R	NPNO	AH00104
940122DYSTGRAVE299823001SNPDY/AWL/0600/AHDAA.	U		
940127DYSTJAMES466226134SNTDY/PDY/0700/AHDAA.	U		
940128DYSTPETTI143763321SNPDY/HDS/0115/AHDAA.	U		
940126DYSTTUCKE396570023SNPDY/TDY/0600/AHDAA.	U		

TOTAL TRANSACTIONS PROCESSED 07

NAME: DYER, Edward Elvis — SSN: 999-00-4070

PART II

SIDPERS TRANSACTION			DISPOSITION				
DATE REPORTED	ACTION REPORTED	EFFECTIVE DATE	INITIALS	CYCLE/DATE	NOTE 1 P	NOTE 1 U	REMARKS
930226	ARR/930225/APEXE/AHDAA////						
	BC23.	930225	[illegible]	BD 930227	X		
940128	GRCH/SP4/D/940201	940128	[illegible]	AH 940131	(X)		NE Error

NAME: GILLIAM, Larry William — SSN: 999-00-4075

PART II

SIDPERS TRANSACTION			DISPOSITION				
DATE REPORTED	ACTION REPORTED	EFFECTIVE DATE	INITIALS	CYCLE/DATE	NOTE 1 P	NOTE 1 U	REMARKS
940128	ASNJ/940127/OHMAA/AHDAA////9992.	940127	[illegible]	AH 940131	(X)		NE Error

The last column on the DA Form 2475-2, Part II is the remarks column. In the above examples, both remarks show NE Error. This means the transactions processed with nonessential errors.

Now continue with the PTRO. The total number of transactions in the TRANSACTIONS PROCESSED section is given as 7. This number includes all of the transactions listed in this section.

PREPARED 94 FEB 01 PCN: AAC-P11 PERSONNEL TRANSACTION REGISTER CD 94 JAN 31 SCN AH PAGE 01
ORIGINATOR CODE SN

TRANSACTIONS PROCESSED TRANSACTION DATA	F D	NON-ESSENTIAL ERROR MESSAGES	ERROR CONTROL NUMBER
940126DPRTBLANK493851099SNAHDAABHDAA/940217//3A/0.	R	NNDL	AH00113
940128GRCHDYER999004070SNSP4/D/940201.	U	MDOR	AH00103
940127ASNJGILLI999004075SN940127/OHMAA/AHDAA////9982.	R	NPNO	AH00104
940122DYSTGRAVE299823001SNPDY/AWL/0600/AHDAA.	U		
940127DYSTJAMES466226134SNTDY/PDY/0700/AHDAA.	U		
940128DYSTPETTI143763321SNPDY/HOS/0115/AHDAA.	U		
940126DYSTTUCKE396570023SNPDY/TDY/0600/AHDAA.	U		

TOTAL TRANSACTIONS PROCESSED 07

TRANSACTIONS NOT PROCESSED TRANSACTION DATA	F D	ESS/NON-ESSENTIAL ERROR MESSAGES	ERROR CONTROL NUMBER
940127DYSTCARSW275916685NPDY/HOS/1130/AHDAA. CARSWE E 275291668V SGT5 R 6 960821 1182000 A HOS 940115 930522 AHDAA	U	CDYS 930520 APEXE 930520 A	AH00137
940125DYSTCOX T326301912SNODY/AWL/9700/AHDAA.	U	EDYS ETIM	AH00217
940128ANSJDRUCK307431769SN940128/AHDA1/AHDAA/////9992.	R	EFMT	AH00211
940128GRCHFARG0217650843SNSP3/D/940128.	U	EGRD	AH00139
950128DPRTNEPTU4437318/4SNAHDAAQUSAT/940229//3A. NEPTUN E 443731874V SGT5 R 6 960910 1182000 A PDY 911230 900812 AHDAA	Z	CREP AHDA1 900812 680219 880110 880110 A	AH00133
940128DYSTNORWO 42508663SNPDY/TDY/0900//AHDAA.	U	EFMT ESSN EUMN	AH00214

TOTAL TRANSACTIONS NOT PROCESSED 06

TEC LESSON

The next item on the PTRO (shown below), is called the NONESSENTIAL ERROR MESSAGES column. As stated before, some transactions listed in the TRANSACTIONS PROCESSED section may contain minor errors. If a transaction has one of these minor or nonessential errors, it will have a mnemonic (or code) listed across from it in the NONESSENTIAL ERROR MESSAGES column. This code, called the error mnemonic, will tell you what kind of error is in the transaction. You will learn more about error mnemonics later. If there is no error mnemonic listed for a transaction, that means the transaction processed without error.

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PREPARED 94 FEB 01 PCN:  AAC-P11                PERSONNEL TRANSACTION REGISTER                    CD 94 JAN 31 SCN AH      PAGE 01
                                                    ORIGINATOR CODE SN

TRANSACTIONS PROCESSED                                                    F      NON-ESSENTIAL          ERROR
                              TRANSACTION DATA                            D      ERROR MESSAGES         CONTROL NUMBER

940126DPRTBLANK49385109955NAHDAABHDAA/940217//3A/0.                       R  (NNDL)                     AH00113

940128GRCHDYER999004070SNSP4/D/940201.                                    U  (MDOR)                     AH00103

940127ASNJGILL1999004075SN940127/OHMAA/AHDAA////9982.                     R  (NPNC)                     AH00104

940122DYSTGRAVE299823001SNPDY/AWL/0600/AHDAA.                             U

940127DYSTJAMES466226134SNTDY/PDY/0700/AHDAA.                             U

940128DYSTPETT1143763321SNPDY/HOS/0115/AHDAA.                             U

940126DYSTTUCKE396570023SNPDY/TDY/0600/AHDAA.                             U

    TOTAL TRANSACTIONS PROCESSED       07


                                                                                                          ERROR
TRANSACTIONS NOT PROCESSED                                                F ESS/NON-ESSENTIAL           CONTROL NUMBER
                                                                          D ERROR MESSAGES
              TRANSACTION DATA

940127DYSTCARSW275916685NPDY/HOS/1130/AHDAA.                                U CDYS                        AH00137
CARSWE E 275291668V SGT5 R 6 960821 1182000 A HOS 940115 930522 AHDAA                 930520 APEXE 930520                A

940125DYSTCOX T3263019125NODY/AWL/9700/AHDAA.                               U EDYS ETIM                   AH00217

940128ANSJDRUCK30743176955N940128/AHDA1/AHDAA/////9992.                     R EFMT                        AH00211

940128GRCHFARGO217650843SNSP3/D/940128.                                     U EGRD                        AH00139

950128DPRTNEPTU443/318/4SNAHDAAOUSAT/940229//3A.                            Z CREP                        AH00133
NEPTUN E 443731874V SGT5 R 6 960910 1182000 A PDY 911230 900812 AHDAA                 AHDA1 900812     680219 880110 880110    A

940128DYSTNORWO 42508663SNPDY/TDY/0900//AHDAA.                              U EFMI ESSN EUMN              AH00214

TOTAL TRANSACTIONS NOT PROCESSED    06
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PRACTICE EXERCISE 1

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PREPARED 93 NOV 15 PCN:  ACC-P11          PERSONNEL TRANSACTION REGISTER          CD 93 NOV 14 SCN KF     PAGE 01
                                          ORIGINATOR CODE SN

TRANSACTIONS PROCESSED                                                F   NON-ESSENTIAL              ERROR
                          TRANSACTION DATA                            D   ERROR MESSAGES           CONTROL NUMBER

931113ARRCASKE999004180SN931113/STPTP/BBHCC////AF14.                  R

TOTAL TRANSACTIONS PROCESSED        01

TRANSACTIONS NOT PROCESSED
                          TRANSACTION DATA                            F ESS/NON-ESSENTIAL        ERROR
                                                                      D ERROR MESSAGES           CONTROL NUMBER
                                                                      Z EMDC EFMT
931113DPRTCARR 999004016SNBBHCCARECT/931122//4AE4.                                               KF00627

931113DYSTCONVE999004131SNAWL/CCA/2200/BBHCC.                         U CDYS                     KF00621
CONVEY E 979345678V SP4M R 6 870923 74F1000 A OLV 931101 930812 BBHCC     930525 AHNAA 930812 920924 BBHCC 930525   A

931113DYSTJONES597915678SNCMA/CHA/2430/BBHCC.                         U EDYS ETIM                KF00622

931113DYSTSMITH979198765SNCMA/P00/1000/BBHCC.                         U EDYS                     KF00623

TOTAL TRANSACTIONS UNPROCESSED      04
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On a separate sheet of paper write your answers to the following questions.

1. On what date was the above PTRO prepared?

2. The above PTRO does not show any transactions which processed with nonessential errors. If there had been some of these transactions, what kind of information would be listed under the NONESSENTIAL ERROR MESSAGES heading?

3. What is the "as of" date for the SIDPERS processing cycle that produced this report?

4. What are the two kinds of transactions that may be listed in the TRANSACTIONS PROCESSED section of a PTRO?

5. What is the total number of transactions listed in the TRANSACTIONS PROCESSED section shown above?

6 a.) When posting an individual's DA Form 2475-2, Part II from the above PTRO, what information will you place in all of the cycle/date columns?

b.) In which column will you place an "X" when posting to the "P" and "U" columns of Part II of the DA For 2475-2 from the above PTRO?

SOLUTIONS TO PRACTICE EXERCISE 1

1. 15 November 1993. The date prepared is located in the upper left corner of the report.

2. If there had been some transactions that processed with nonessential errors, the NONESSENTIAL ERROR MESSAGES column would contain an error mnemonic for each of those transactions. The mnemonic would tell you what type of error was in the transaction.

3. 14 November 1993. The cycle date is always located in the upper right portion of the PTRO to the right of the report title.

4. Transactions that may be in the TRANSACTIONS PROCESSED section are (1) those transactions that processed without error and (2) those transactions that processed with nonessential (or minor) errors.

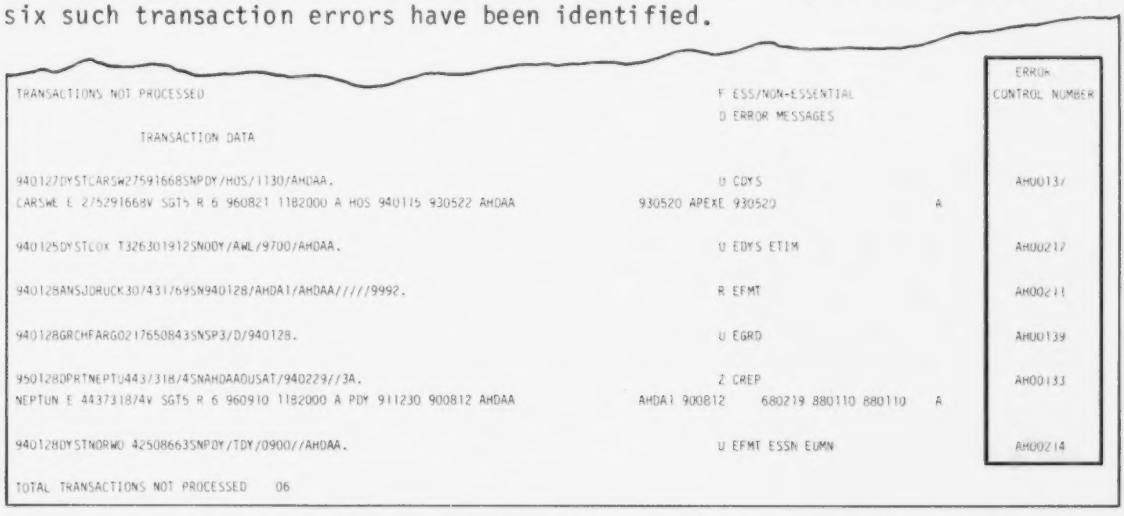
5. One.

6. a.) KF 931114. Remember, all transactions on a particular PTRO will have the same cycle/date when posting the DA Form 2475-2, Part II.

   b.) Transactions listed in the TRANSACTIONS PROCESSED section of the PTRO will be posted on the DA Form 2475-2, Part II, in the "P" block.

ERROR CONTROL NUMBER

In the far right column of the PTRO you will find a heading "ERROR CONTROL NUMBER." The numbers in the column are assigned by the SIDPERS computer on the basis of one for each incorrect transaction. In the illustration below six such transaction errors have been identified.



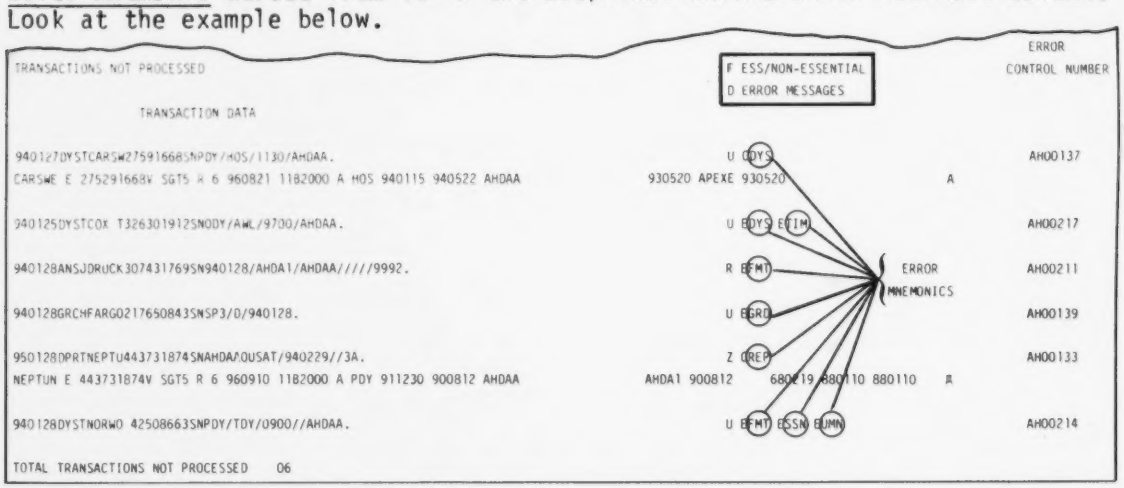
```
TRANSACTIONS NOT PROCESSED                                   F ESS/NON-ESSENTIAL      ERROR
                                                             D ERROR MESSAGES         CONTROL NUMBER
            TRANSACTION DATA

940127DYSTCARSW27591668SNPDY/HOS/1130/AHDAA.                 U CDYS                   AH00137
CARSWE E 275291668V SGT5 R 6 960821 1182000 A HOS 940115 930522 AHDAA   930520 APEXE 930520        A

940125DYSTCOX T3263019125NODY/AWL/9700/AHDAA.                 U EDYS ETIM              AH00217

940128ANSJDRUCK30/431769SN940128/AHDA1/AHDAA/////9992.       R EFMT                   AH00211

940128GRCHFARG021765084 3SNSP3/D/940128.                     U EGRD                   AH00139

950128DPRTNEPTU443/318/45NAHDAAOUSAT/940229//3A.             Z CREP                   AH00133
NEPTUN E 443731874V SGT5 R 6 960910 1182000 A PDY 911230 900812 AHDAA   AHDA1 900812    680219 880110 880110    A

940128DYSTNORWO 42508663SNPDY/TDY/0900//AHDAA.               U EFMT ESSN EUMN         AH00214

TOTAL TRANSACTIONS NOT PROCESSED   06
```

TRANSACTIONS NOT PROCESSED SECTION

Next look at the TRANSACTIONS NOT PROCESSED section of the PTRO. This section lists all of the transactions you submitted on the previous work cycle that did not process because of major (essential) errors.

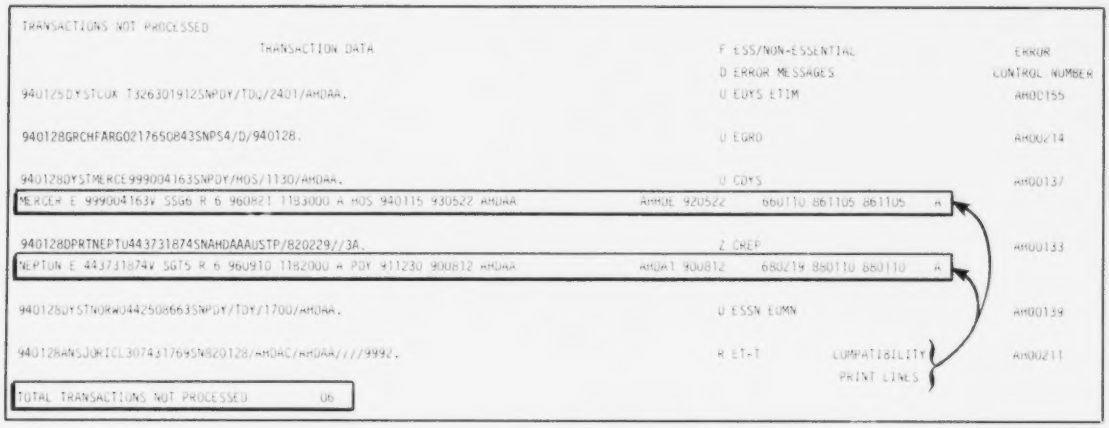
```
TRANSACTIONS NOT PROCESSED                                F ESS/NON-ESSENTIAL          ERROR
                                                          D ERROR MESSAGES             CONTROL NUMBER
            TRANSACTION DATA

940127DYSTCARSW27591668SNPDY/HOS/1130/AHDAA.                    U CDYS                 AH00137
CARSWE E 275291668V SGT5 R 6 960821 1182000 A HOS 940115 930522 AHDAA   930520 APEXE 930520        A

940125DYSTCOX T3263019125NODY/AWL/9700/AHDAA.                   U EDYS ETIM            AH00217

940128ANSJDRUCK307431769SN940128/AHDA1/AHDAA/////9992.          R EFMT                 AH00211

940128GRCHFARG0217650843SNSP3/D/940128.                         U EGRD                 AH00139

950128DPRTNEPTU443731874SNAHDAAOUSAT/940229//3A.                Z CREP                 AH00133
NEPTUN E 443731874V SGT5 R 6 960910 1182000 A PDY 911230 900812 AHDAA   AHDA1 900812    680219 880110 880110    A

940128DYSTNORWO 42508663SNPDY/TDY/0900//AHDAA.                  U EFMT ESSN EUMN       AH00214

TOTAL TRANSACTIONS NOT PROCESSED    06
```

The ESS/NONESSENTIAL ERROR MESSAGES column in this section lists error mnemonics for all of the transactions that did NOT process. As you can see, if a transaction contains more than one error, there will be more than one error mnemonic across from it in the ESS/NONESSENTIAL ERROR MESSAGES column. Look at the example below.



TEC LESSON

One type of error that a transaction might contain is called a compatibility error. You will learn more about this type of error later in the lesson. The important thing to know for now is that when a transaction contains a compatibility error there will be a second line of information (under the transaction line) called the Compatibility Printline. Compatibility Errors may occur in the Transactions Processed as well as in the Transactions Not Processed sections of the PTRO. The Compatibility Printlines contain information as shown below.



PRACTICE EXERCISE 2

Do not write in this booklet. Write your answers on a separate sheet of paper.

```
PREPARED 93 NOV 15 PCN: ACC-P11          PERSONNEL TRANSACTION REGISTER          CD 93 NOV 14 SCN KF     PAGE 01
                                            ORIGINATOR CODE SN

TRANSACTIONS PROCESSED                                          F     NON-ESSENTIAL          ERROR
                          TRANSACTION DATA                      0     ERROR MESSAGES         CONTROL NUMBER

931113ARRCASKE99900418OSN931113/STPTP/88HCC////AF14.            R

TOTAL TRANSACTIONS PROCESSED      01

TRANSACTIONS NOT PROCESSED
                          TRANSACTION DATA                      F ESS/NON-ESSENTIAL    ERROR
                                                                0 ERROR MESSAGES       CONTROL NUMBER
931113DPRTCARR 99900401 6SN88HCCRRECT/931122//4AE4.             Z EMDC EFMT            KF00627

931113DYSTCONVE99900413 1SNAWL/CCA/2200/88HCC.                  U CDYS                 KF00621
CONVEY E 479345678V SP4M R 6 870923 74F1000 A OLV 931101 930812 88HCC    930525 AHNAA 930812 920924 88HCC 930525   A

931113DYSTJONES597915678SNCMA/CHA/2430/88HCC.                   U EDYS ETIM            KF00622

931113DYSTSMITH479198765SNCMA/P00/1000/88HCC.                   U EDYS                 KF00623

TOTAL TRANSACTIONS UNPROCESSED    04
```

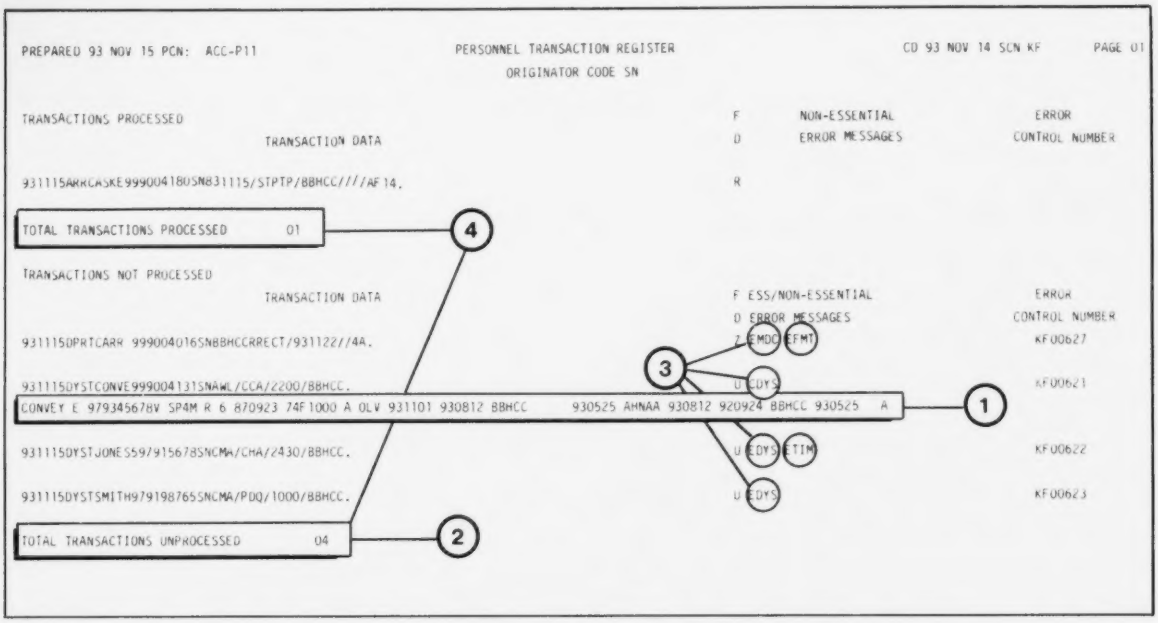
1. Look at the PTRO above. How many Compatibility Printlines are shown?

2. What is the total number of transactions that did <u>not</u> process?

3. What kind of information is listed under the ESS/NONESSENTIAL ERROR MESSAGES heading?

4 How many DA Forms 2475-2 should be posted as processed (P) and how many as unprocessed (U)?

SOLUTIONS TO PRACTICE EXERCISE 2



1. There is only one Compatibility Printline shown. It is under the second transaction listed in the TRANSACTIONS NOT PROCESSED section.

2. The total number of transactions that did not process is four.

3. Listed under the ESS/NONESSENTIAL ERROR MESSAGES heading are all the error mnemonics for the transactions that did not process. These mnemonics will tell you what kind of error is contained in the transaction.

4. There is one DA Form 2475-2 that should be posted as processed, and four should be posted as not processed.

Outlined in the TRANSACTIONS NOT PROCESSED section of the PTRO shown below are two Compatibility Printlines for Sgts Carswell and Neptune.

PREPARED 94 FEB 01 PCN: AAC-P11 PERSONNEL TRANSACTION REGISTER CD 94 JAN 31 SCN AH PAGE 01
ORIGINATOR CODE SN

TRANSACTIONS PROCESSED TRANSACTION DATA	F D	NON-ESSENTIAL ERROR MESSAGES	ERROR CONTROL NUMBER
940126PRTBLANK493851099SNAHDAABHDAA/940217//3A/0.	R	NNDL	AH00113
940128GRCHOYER999004070SNSP4/D/940201.	U	MOOR	AH00103
940127ASNJGILLI999004075SN940127/OHMAA/AHDAA////9982.	R	NPNO	AH00104
940122DYSTGRAVE299823001SNPDY/AWL/0600/AHDAA.	U		
940127DYSTJAMES466226134SNTDY/PDY/0700/AHDAA.	U		
940128DYSTPETTI143/633215NPDY/HOS/0115/AHDAA.	U		
940126DYSTTUCKE396570023SNPDY/TDY/0600/AHDAA.	U		
TOTAL TRANSACTIONS PROCESSED 07			

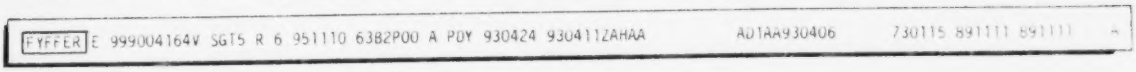
TRANSACTIONS NOT PROCESSED TRANSACTION DATA	F ESS/NON-ESSENTIAL D ERROR MESSAGES	ERROR CONTROL NUMBER
940127DYSTCARSW275916683NPDY/HOS/1130/AHDAA.	U CDYS	AH00137
CARSWE E 275791664V SGT5 R 6 960821 1182000 A HOS 940115 930522 AHDAA 930520 APEXE 930520 A		
940125DYSTCOX T326301312SNDDY/AWL/9700/AHDAA.	U EDYS ETIM	AH00217
940128ANSJDRUCK30/431769SN940128/AHDA1/AHDAA////9992.	R EFMT	AH00211
940128GRCHFARGO21650843SNSP3/D/940128.	U EGRD	AH00139
940128DPRTNEPTU443/318/4SNAHDAA0USAT/940223//3A.	Z CREP	AH00133
NEPTUN E 443731374V SGT5 R 6 960910 1182000 A PDY 911230 900812 AHDAA AHDA1 900812 680219 880110 880110 A		
940128DYSTNORWO 42508663SNPDY/TDY/0900//AHDAA.	U EFMT ESSN EDMN	AH00214
TOTAL TRANSACTIONS NOT PROCESSED 06		

COMPATIBILITY PRINTLINE

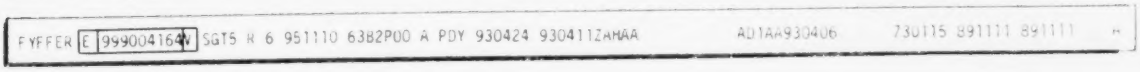
FYFFER E 999004164V SGT5 R 6 951110 6382P00 A PDY 930424 930411ZAHAA AD1AA930406 730115 891111 891111 A

What you see above is a Compatibility Printline. You already know that the Compatibility Printline contains information from the SIDPERS Personnel File (SPF) and is included on the PTRO when there is a compatibility error in the transaction. The Compatibility Printline in the illustration contains many items of information which you must understand. You need to become familiar with the Compatibility Printline so that you can use it to correct errors later on.

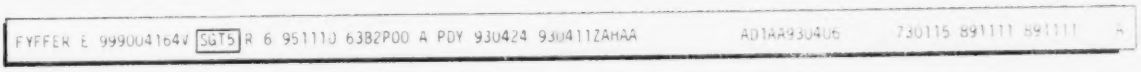
The first item of information is the soldier's name. Only the first six letters of his name are used in the compatibility printline.



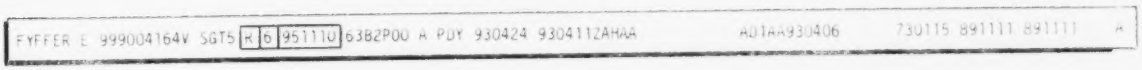
The next series of letters and numbers gives you three items of information. The letter "E" stands for the military personnel class of the indivdual; that is, "E" for enlisted, "O" for officer, or "W" for warrant officer. The nine numbers are the soldier's social security number (SSN). Finally, the letter "V" (or "H") tells you whether or not the social security number has been verified against Social Security administration files. "H" stands for not verified, and "V" stands for verified.



This is the abbreviation of the grade which the individual presently holds.



Shown below are three more items of information contained in the Compatibility Printline. The first letter stands for the component of the individual. In this case the component is "regular" which is abbreviated as "R". The next number, 6, is the term of service in years. Finally, the last six numbers stand for the day on which the individual's enlistment expires. This individual's enlistment expires on 10 Nov 95.



PRACTICE EXERCISE 3

Do not write in this book. Write your answers on a separate sheet of paper.

KLINER E 999004176V SP4M R 3 950923 9481000 A TDY 941101 930822ZAAHA	AD1AA940406	730115 920923 920923 A

Look at the Compatibility Printline above.

1 What is this soldier's social security number?

2 What is Kliner's present grade?

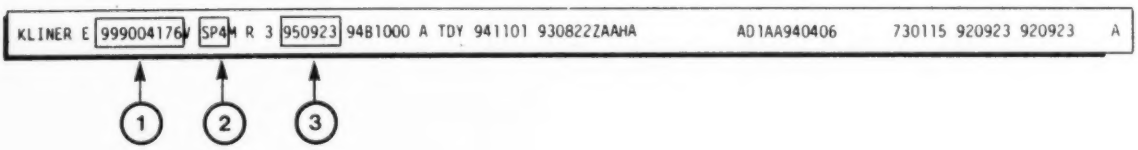
3 On what day does this soldier's enlistment expire?

SOLUTIONS TO PRACTICE EXERCISE 3

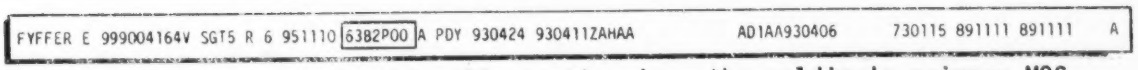
1. 999004176 is the soldier's social security number. It is the third item of information on the Compatibility Printline shown below.

2. E4.

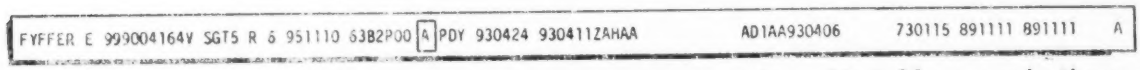
3. 950923 or 23 September 1995. You will find the expiration of term of service (ETS) between the term of service and the primary MOS.



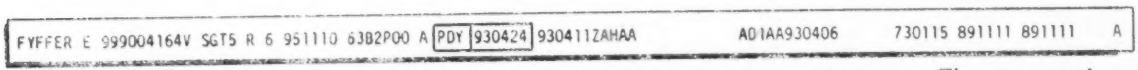
COMPATIBILITY PRINTLINE (Continued)



The item which you see in this illustration is: the soldier's primary MOS code. The MOS code is the number letter combination, 63B2P00.



The next item of information is the record status code. It tells you whether the soldier's SIDPERS Personnel Master File is active or inactive. This soldier's file is active ("A").



The two items in the above illustration pertain to duty status. The current duty status code of this soldier is the first item shown. This individual is currently present for duty (PDY). The second item is the duty status date. The duty status date is the date the soldier's current duty status changed.

FYFFER E 999004164V SGT5 R 6 951110 63B2P00 A PDY 930424 930411ZAHAA AD1AA930406 730115 891111 891111 A

A continuous record of assignment is kept and listed in this section of the Compatibility Printline. The six numbers shown are actually the date the individual arrived at his current unit of assignment. The letters are known as the UPC and stand for his current unit of assignment. When the soldier arrives at a new unit, he will have a new arrival date and a new UPC in this exact location of the Compatibility Printline.

FYFFER E 999004164V SGT5 R 6 951110 63B2P00 A PDY 930424 930411ZAHAA AD1AA930406 730115 891111 891111 A

The previous unit's date and UPC will be listed to the right of his new unit date.

The UPC AD1AA is that of the unit SGT Fyffer departed and 930406 is the date he departed.

FYFFER E 999004164V SGT5 R 6 951110 63B2P00 A PDY 930424 930411ZAHAA AD1AA930406 730115 891111 891111 A

730115 is SGT Fyffer's date of birth.

FYFFER E 999004164V SGT5 R 6 951110 63B2P00 A PDY 930424 930411ZAHAA AD1AA930406 730115 891111 891111 A

891111 is his Basic Active Service Date (BASD).

FYFFER E 999004164V SGT5 R 6 951110 63B2P00 A PDY 930424 930411ZAHAA AD1AA930406 730115 891111 891111 A

The second 891111 is SGT Fyffer's Pay Entry Basic Date (PEBD).

FYFFER E 999004164V SGT5 R 6 951110 63B2P00 A PDY 930424 930411ZAHAA AD1AA930406 730115 891111 891111 A

The A is SGT Fyffer's physical category.

PRACTICE EXERCISE 4

You have now seen all the elements of a Compatibility Printline. Before going on to error conditions though, try this practice exercise on the elements you have just seen. Do not write in this booklet. Use a separate sheet of paper for your answers. Below is the compatibility printline for SP4 Kliner.

KLINER E 999004176V SP4M R 3 950923 94B1000 A TDY 941101 930822ZAAHA AD1AA940406 730115 920923 920923 A

1. What is SP4 Kliner's date of birth?

2. What is his PEBD (pay entry basic date)?

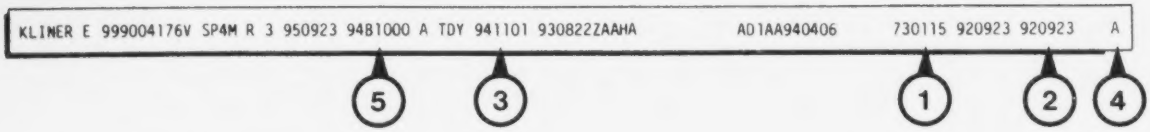
3. What date did SP4 Kliner's duty status change to TDY?

4. What is the soldier's physical code in this illustration?

5. What is SP4 Kliner's primary MOS code?

TEC LESSON

SOLUTIONS TO PRACTICE EXFRCISE 4



1. 730115 or 15 January 1973.

2. 920923 or 23 Sep 92.

3. The date the duty status changed to TDY was 941101, or 1 November 1994. This date is always located directly after the current duty status.

4. The letter "A."

5. 94B1000.

You have learned how to read and interpret items of information on the PTRO. You will now see how to identify error conditions contained in the report.

FOUR TYPES OF ERROR

You have already learned that transactions may have nonessential (minor) errors and/or essential (major) errors. You know that transactions with only non-essential errors are listed in the TRANSACTIONS PROCESSED section of the PTRO. You also know that transactions with essential errors are listed in the TRANSACTION NOT PROCESSED section. What you will learn now is that there are two kinds of nonessential errors and two kinds of essential errors. In other words, there are four different kinds of errors that a transaction might contain. Open your DA Pam 600-8-1 to appendix "C". Here you find a chart showing the four categories of errors and their error mnemonic prefixes. See the list below:

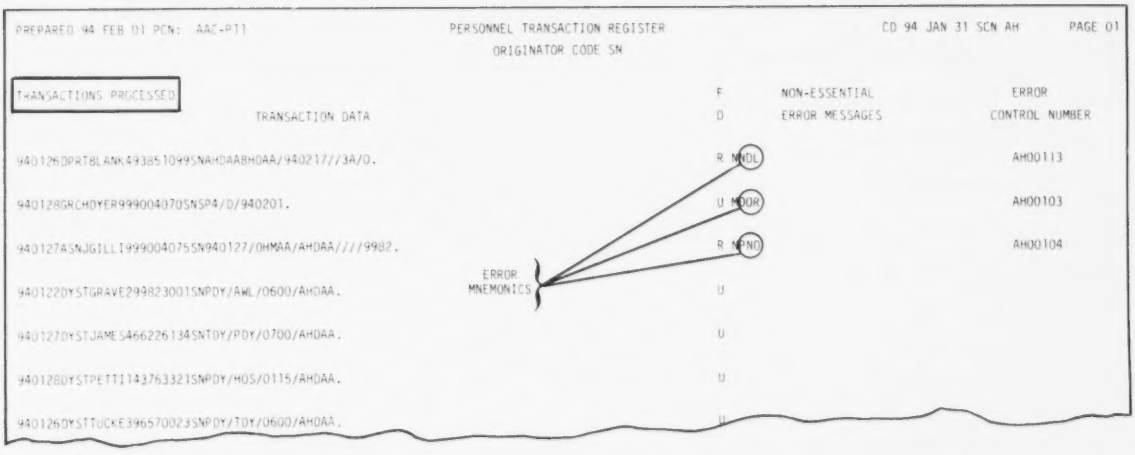
N NONESSENTIAL VALIDITY

M NONESSENTIAL COMPATIBILITY

E ESSENTIAL VALIDITY

C ESSENTIAL COMPATIBILITY

In order to know which one of these four kinds of errors is contained in a certain transaction, you must first understand the error mnemonic listed for that transaction.



Look at the TRANSACTIONS PROCESSED section of the PTRO. You should remember that transactions in this section were processed (1) without errors or (2) with nonessential (minor) errors. You should also remember that those transactions which processed with nonessential errors had error mnemonics listed across from them in the NONESSENTIAL ERROR MESSAGES column. In the illustration above, you will find that these mnemonics tell you which type of nonessential errors the transactions contain.

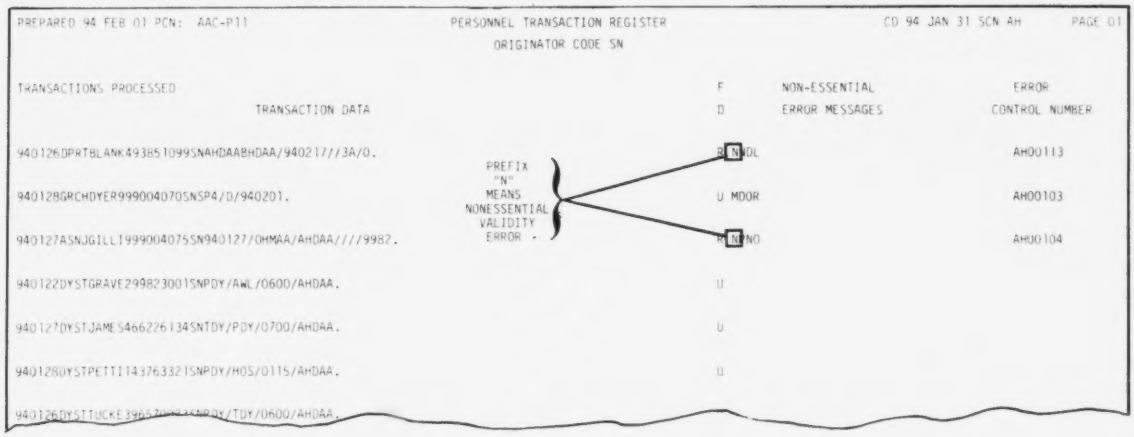
TEC LESSON

NONESSENTIAL VALIDITY ERRORS

There are two kinds of nonessential errors. The first one is called a nonessential validity error. This type of error tells you, the personnel administration specialist, that one of the items of information in the transaction is wrong or "invalid." In nonessential errors, the SPF is updated with all the correct data elements. Incorrect information will not update the soldier's SPF (SIDPERS Personnel File).

REMEMBER: A nonessential validity error means that the transaction has some invalid (wrong) information in it, but that most of the transaction will be processed anyway.

How do you know that a transaction contains a nonessential validity error? Easy! All you have to do is look at the error mnemonic for the transaction. If the first letter of the mnemonic (called the prefix) is an "N," then the transaction contains a nonessential validity error. The illustration provides some examples of error mnemonics for nonessential validity errors.



A Nonessential Validity Error:

1. means that a piece of information or data element in the transaction is invalid and that that particular data element will not update the soldier's SPF (SIDPERS Personnel File).

2. means that the error was minor. The correct data elements in the transaction processed which updated the soldier's SPF were missing.

3. has the letter "N" as the prefix (first letter) of the error mnemonic.

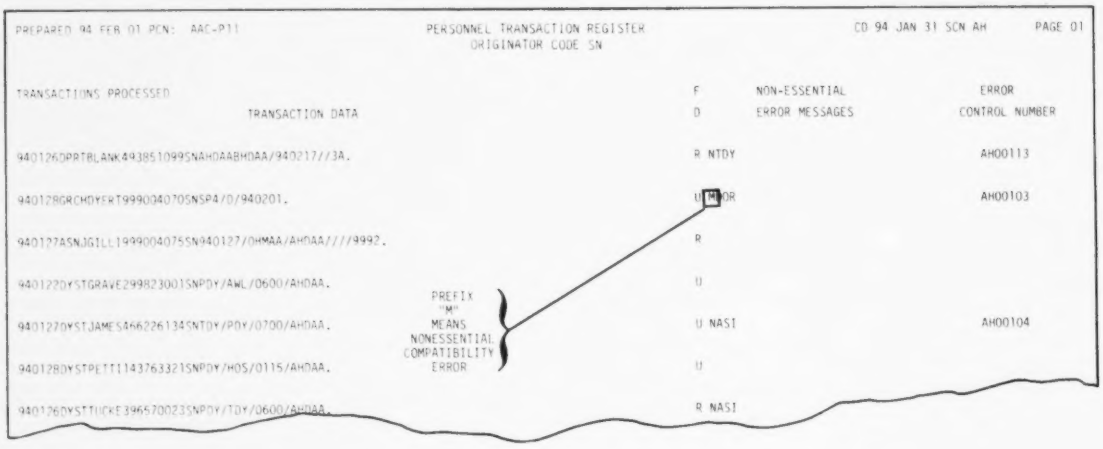
NONESSENTIAL COMPATIBILITY ERRORS

The second kind of nonessential error is called a nonessential compatibility error. This kind of error tells you that some item of information in the transaction does not agree (is incompatible) with information that is on file. As with a nonessential validity error, a nonessential compatibility error means that the mistake is minor and the SPF is updated with all the correct data elements, while the incorrect data element will be rejected and not allowed to update the SPF.

REMEMBER: A nonessential compatibility error means that some item of information in the transaction does not agree (is incompatible) with information on file, but the correct data elements processed anyway.

How would you know when a transaction contains a nonessential compatibility error?

The error mnemonics will always have the prefix "M." See the illustration.



A Nonessential Compatibility Error:

1. means that a piece of information is incompatible with information on file and that it will not update a soldier's SPF.
2. means that the error was minor, and that the correct data in the transaction processed and updated the SPF.
3. has the letter "M" as the prefix (first letter) of the error mnemonic.

TEC LESSON

PREPARED 94 FEB 01 PCN: AAC-P11 PERSONNEL TRANSACTION REGISTER CD 94 JAN 31 SCN AH PAGE 01
ORIGINATOR CODE SN

TRANSACTIONS PROCESSED TRANSACTION DATA	F D	NON-ESSENTIAL ERROR MESSAGES	ERROR CONTROL NUMBER
940126DPRTBLANK49385 1099SNAHDAABHDAA/940217//3A/D.	R	NMDL	AH00113
940128GRCHDYER99900407DSNSP4/D/940201.	U	MDOR	AH00103
940127ASNJGILL1999004075SN940127/OHMAA/AHDAA////9982.	R	NPNO	AH00104
940122DYSTGRAVE29982300 1SNPDY/AWL/0600/AHDAA.	U		
940127DYSTJAMES466226134SNTDY/PDY/0700/AHDAA.	U		
940128DYSTPETTI143/63321SNPDY/HOS/0115/AHDAA.	U		
940126DYSTTUCKE396570023SNPDY/TDY/0600/AHDAA.	U		

TOTAL TRANSACTIONS PROCESSED 07

TRANSACTIONS NOT PROCESSED TRANSACTION DATA	F D	ESS/NON-ESSENTIAL ERROR MESSAGES	ERROR CONTROL NUMBER
940127DYSTCARSW27591668SNPDY/HOS/1130/AHDAA. CARSWE E 275291668V SGT5 R 6 960821 1182000 A HOS 940115 930522 AHDAA	U	CDYS 930520 APEXE 930520 A	AH00137
940125DYSTCOX T3263019125NODY/AWL/9700/AHDAA.	U	EDYS ETIM	AH00217
940128ANSJDRUCK30/431769SN940128/AHDA1/AHDAA////9992.	R	EFMT	AH00211
940128GRCHFARGO217650843SNSP3/D/940128.	U	EGRD	AH00139
950128DPRTNEPTU443/318/4SNAHDAA0USAT/940229//3A. NEPTUN E 443731874V SGT5 R 6 960910 1182000 A PDY 911230 900812 AHDAA	Z	CREP AHDA1 900812 680219 880110 880110 A	AH00133
940128DYSTNORWO 42508663SNPDY/TDY/0900//AHDAA.	U	EFMT ESSN EUMN	AH00214

TOTAL TRANSACTIONS NOT PROCESSED 06

PRACTICE EXERCISE 5

Review the illustration of the PTRO (page 30) and write the answers to these questions on a separate sheet of paper. Do not write in this booklet.

1. a.) There are seven transactions listed in this TRANSACTIONS PROCESSED section of the PTRO. How many of these transactions have nonessential validity errors?

   b.) How do you know?

2. a.) Write the error mnemonic for the one transaction shown on this PTRO that contains a nonessential compatibility error.

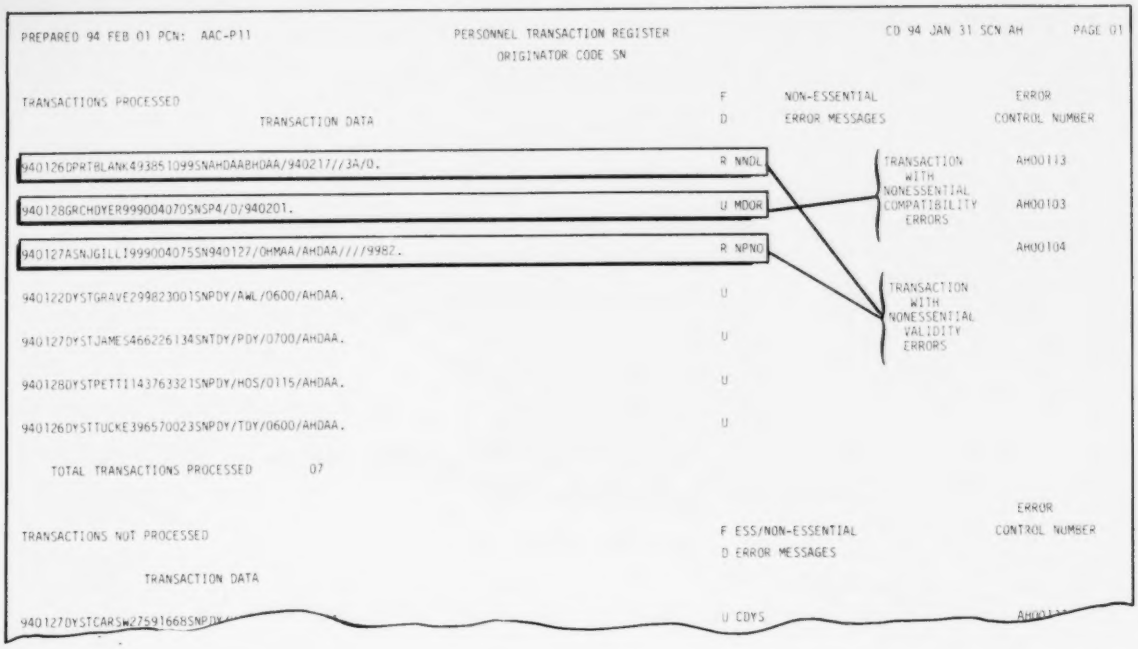
   b.) What is the prefix of this error mnemonic?

3. If a transaction contains a nonessential compatibility error, what does this tell you about some of the information in the transaction?

4. a.) Do transactions with nonessential validity errors and nonessential compatibility errors process?

   b.) Why or why not?

SOLUTIONS TO PRACTICE EXERCISE 5



1. a.) Two Transactions on the PTRO contain nonessential validity errors.

   b.) The error mnemonics for those transactions have an "N" prefix.

2. a.) DOR

   b.) The prefix (or first letter) of this mnemonic is "M."

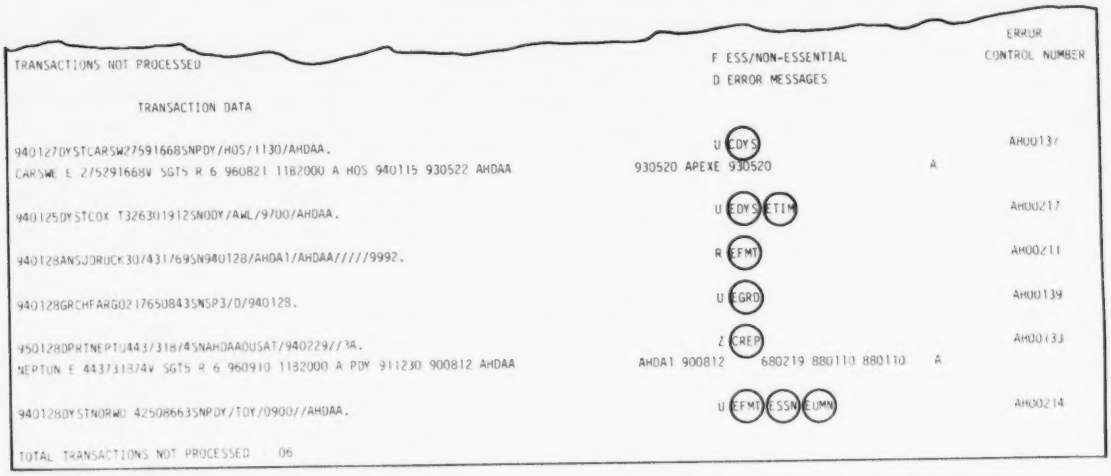
3. A nonessential compatibility error means that some of the information in the transaction does not agree (is incompatible) with information on the soldier's SPF.

4. a.) Transactions with nonessential validity errors and nonessential compatibility errors do process.

   b.) The correct data will update the SPF and the bad data will be rejected.

If ANY of your answers for this practice exercise were INCORRECT, go back and review the lesson before you continue.

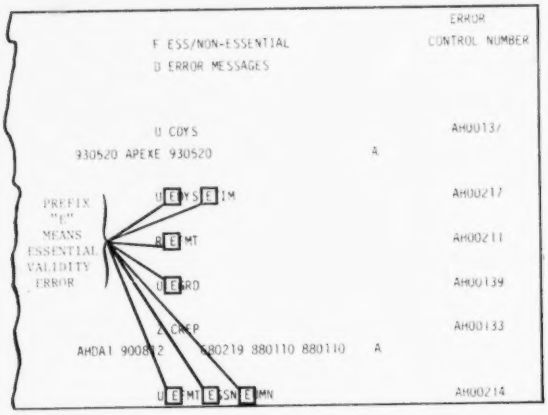
ESSENTIAL ERRORS



The TRANSACTIONS NOT PROCESSED section of the PTRO also lists transactions with errors. The errors in these transactions are major (essential) and caused the transactions to NOT process. The transactions in this section contain (1) essential validity errors and (2) essential compatibility errors. The error mnemonics for these transactions are listed in the ESS/NONESSENTIAL ERROR MESSAGES column. See the illustration above. This part of the PTRO is most critical, and the personnel administrative specialist will have to take action to correct all the transactions that have not processed. You will learn how later.

ESSENTIAL VALIDITY ERRORS

The first type of essential error is the essential validity error. As you might have guessed, this type of error means that some piece of information in the transaction is wrong (invalid). So far, this is just like the definition of a nonessential validity error. However, in the case of an essential validity error, the mistake is so important that it has caused the transaction to NOT process.



How do you know if a transaction has an essential validity error? You simply look at the error mnemonic listed in the ESS/NONESSENTIAL ERROR MESSAGES column. If the prefix of the mnemonics is an "E," the transaction contains an essential validity error. See the illustration on the left.

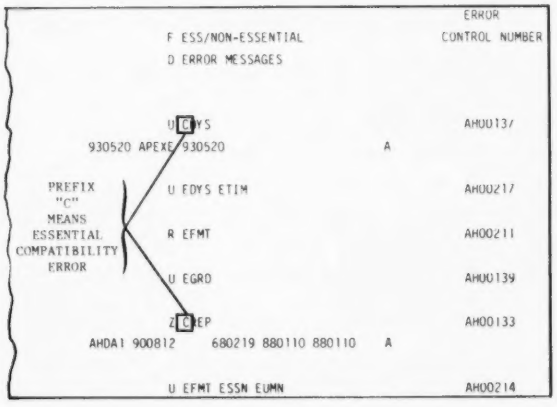
An Essential Validity Error:

1. means that a piece of information in the transaction is <u>invalid.</u>
2. means that the error was major and that the transaction <u>did not process.</u>
3. has the letter "E" as the prefix of the error mnemonic.

ESSENTIAL COMPATIBILITY ERRORS

TRANSACTIONS NOT PROCESSED TRANSACTION DATA	F ESS/NON-ESSENTIAL D ERROR MESSAGES	ERROR CONTROL NUMBER
940127DYSTCARSW2759166BSNPDY/HOS/1130/AHDAA. CARSWL E 275291668V SGT5 R 6 960821 1182000 A HOS 940115 930522 AHDAA	U (EDYS) 930520 APEXE 930520 A	AH00137
940125DYSTCOX T326301912SNODY/AWL/9700/AHDAA.	U (EDYS) (ETIM)	AH00217
940128ANSJDRUCK30/431769SN940128/AHDA1/AHDAA////9992.	R (EFMT)	AH00211
940128GRCHFARG0217650843SNSP3/D/940128.	U (EGRD)	AH00139
950128DPRTNEPTU443/318/4SNAHDAAOUSAT/940229//3A. NEPTUN E 443731874V SGT5 R 6 960910 1182000 A PDY 911230 900812 AHDAA	Z (CREP) AHDA1 900812 680219 880110 880110 A	AH00133
940128DYSTNORWO 42508663SNPDY/TDY/0900//AHDAA.	U (EFMT) (ESSN) (EUMN)	AH00214
TOTAL TRANSACTIONS NOT PROCESSED 06		

The second type of essential error is the <u>essential compatibility</u> error. By now, you can probably sense that this kind or error means that (1) some of the information in the transaction <u>does not agree</u> (is incompatible) with information on file and that (2) the mistake is a major (essential) one such that the transaction <u>did not</u> process.



You will know that a transaction contains an <u>essential compatibility</u> error if the prefix of its error mnemonic is a "C."

An Essential Compatibility Error:

1. means that some information in the transaction is incompatible (does not agree) with information on file.

2. means that the error is a major one and that the transaction did not process.

3. has the letter "C" as the prefix of the error mnemonic.

Note: Remember that if a transaction contains a compatibility error and it is listed in the TRANSACTIONS NOT PROCESSED section of the PTRO, there will be a Compatibility Printline shown just under the transaction line. See the illustration in the middle of page 34.

The Compatibility Printline contains information from the SIDPERS Personnel File. It is shown on the PTRO so that you can compare its file information with the transaction line above it and find out where there is disagreement. You will learn more about using the Compatibility Printline in a later lesson.

PREPARED 94 FEB 01 PCN: AAC-P11 — PERSONNEL TRANSACTION REGISTER — CD 94 JAN 31 SCN AH — PAGE 01

ORIGINATOR CODE SN

TRANSACTIONS PROCESSED TRANSACTION DATA	F D	NON-ESSENTIAL ERROR MESSAGES	ERROR CONTROL NUMBER
940126DPRTBLANK493851099SNAHDAABHDAA/940217//3A/0.	R	NNDL	AH00113
940128GRCHDYER999004070SNSP4/D/940201.	U	MDOR	AH00103
940127ASNJGILL1999004075SN940127/OHMAA/AHDAA////9982.	R	NPNO	AH00104
940122DYSTGRAVE299823001SNPDY/AWL/0600/AHDAA.	U		
940127DYSTJAMES466226134SNTDY/PDY/0700/AHDAA.	U		
940128DYSTPETTI143763321SNPDY/HOS/0115/AHDAA.	U		
940126DYSTTUCKE396570023SNPDY/TDY/0600/AHDAA.	U		

TOTAL TRANSACTIONS PROCESSED 07

TRANSACTIONS NOT PROCESSED TRANSACTION DATA	F ESS/NON-ESSENTIAL D ERROR MESSAGES	ERROR CONTROL NUMBER
940127DYSTCARSW27591668SNPDY/HOS/1130/AHDAA. CARSWE E 275291668V SGT5 R 6 960821 11B2000 A HOS 940115 930522 AHDAA	U CDYS 930520 APEXE 930520 A	AH00137
940125DYSTCOX T326301912SNODY/AWL/9700/AHDAA.	U EDYS ETIM	AH00217
940128ANSJDRUCK307431769SN940128/AHDA1/AHDAA/////9992.	R EFMT	AH00211
940128GRCHFARG021765084 3SNSP3/D/940128.	U EGRD	AH00139
950128DPRTNEPTU4437318/4SNAHDAAOUSAT/940229//3A. NEPTUN E 443731874V SGT5 R 6 960910 11B2000 A PDY 911230 900812 AHDAA	Z CREP AHDA1 900812 680219 880110 880110 A	AH00133
940128DYSTNORWO 42508663SNPDY/TDY/0900//AHDAA.	U EFMT ESSN EUMN	AH00214

TOTAL TRANSACTIONS NOT PROCESSED 06

PRACTICE EXERCISE 6

Look at the illustration of the PTRO (page 36) and write the answers to these questions on a separate sheet of paper.

1. a.) There are six transactions in the TRANSACTIONS NOT PROCESSED section of the PTRO. How many of these transactions contain <u>essential validity</u> errors?

   b.) How do you know?

2. How many Compatibility Printlines are shown on this PTRO?

3. Why is a Compatibility Printline given on the PTRO?

4. a.) Write the error mnemonics of the transactions on this PTRO that contain <u>essential compatibility</u> errors.

   b.) What is the prefix of these mnemonics?

5. Transactions that contain <u>essential validity</u> and <u>essential compatibility</u> errors <u>DO NOT PROCESS</u>. Why?

TEC LESSON

SOLUTIONS TO PRACTICE EXERCISE 6

1. a.) Four transactions contain essential validity errors.

   b.) The prefix "E" on their error mnemonics.

2. Two Compatibility Printlines are on this PTRO. They are the lines of information given directly under the transaction lines for the first and fifth transactions listed in the TRANSACTIONS NOT PROCESSED section.

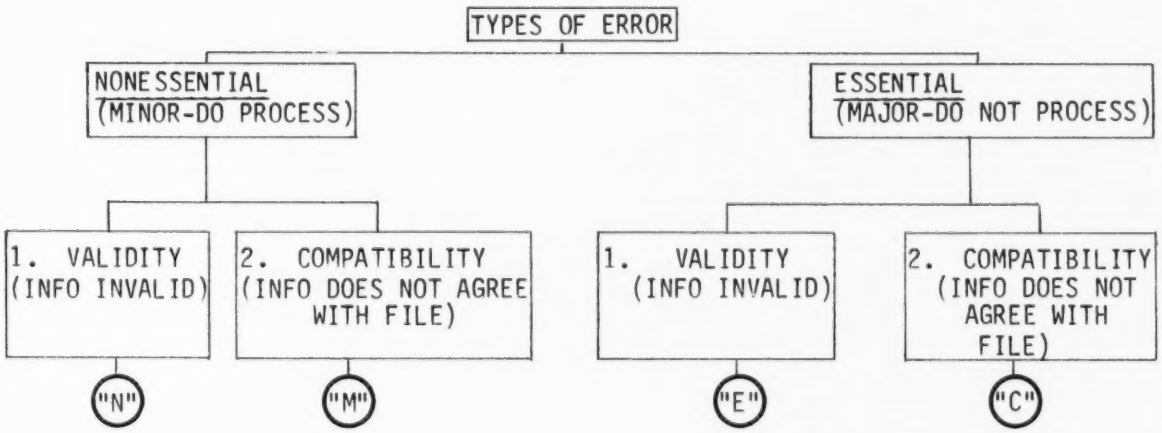
3. A Compatibility Printline is given on the PTRO so that you, the personnel administration specialist, can compare its information with information on file. This way you can find out where the two sets of information do not agree.

4. a.) You are correct if you wrote the two mnemonics "DYS" and "REP" for the two transactions that contain essential compatibility errors.

   b.) The prefix of these mnemonics is "C."

5. Transactions containing essential validity and essential compatibility errors do not process because the mistakes in them are major ones.

REVIEW



Below is a chart showing the four categories of errors and their error mnemonic prefixes. You may this use chart to help you with this lesson and posttest, but it is always better to use Appendix "C" in DA Pam 600-8-1 since this is what you will be using when you are on the job.

Four Types of Errors	PREFIX
1. NONESSENTIAL VALIDITY	N
2. NONESSENTIAL COMPATIBILITY	M
3. ESSENTIAL VALIDITY	E
4. ESSENTIAL COMPATIBILITY	C

SELF-EVALUATION EXERCISE

Look at the PTRO on page 41 and answer the following questions. (Use a separate sheet of paper to write your answers. Do not write in this book.)

1. What is the total number of transactions that processed?

2. On what date was this PTRO prepared?

3. What is the "cycle/date" of this PTRO?

4. How many transactions did <u>not</u> process?

5. How many Compatibility Printlines are shown on this PTRO?

6. The shipment control number (SCN) and cycle date (CD) of the PTRO make up the cycle/date column of the DA Form 2475-2 for these transactions. What is that "cycle/date"?

7. For <u>EACH</u> of the five transactions shown on the PTRO, answer the following two questions:

    a) Does the transaction contain an error?
    b) <u>If so,</u> which of the four kinds of error does it contain? You may use Appendix "C" of your DA Pam 600-8-1 to help you, or the chart printed on page 39.

PREPARED 93 NOV 15 PCN: ACC-P11 PERSONNEL TRANSACTION REGISTER CD 93 NOV 14 SCN KF PAGE 01
ORIGINATOR CODE SN

TRANSACTIONS PROCESSED F NON-ESSENTIAL ERROR
TRANSACTION DATA D ERROR MESSAGES CONTROL NUMBER

931113ARRCASKE99900418OSN931113/STPTP/BBHCC////AF14. R

TOTAL TRANSACTIONS PROCESSED 01

TRANSACTIONS NOT PROCESSED
TRANSACTION DATA F ESS/NON-ESSENTIAL ERROR
D ERROR MESSAGES CONTROL NUMBER

931113DPRTCARR 999004016SNBBHCCRRECT/931122//4AE4. Z EMDC EFMT KF00627

931113DYSTCONVE99900413ISNAWL/CCA/2200/BBHCC. U CDYS KF00621
CONVEY E 979345678V SP4M R 6 870923 74F1000 A OLV 931101 930812 BBHCC 930525 AHNAA 930812 920924 BBHCC 930525 A

931113DYSTJONES597915678SNCMA/CHA/2430/BBHCC. U EDYS ETIM KF00622

931113DYSTSMITH979198765SNCMA/PDQ/1000/BBHCC. U EDYS KF00623

TOTAL TRANSACTIONS UNPROCESSED 04

ANSWERS TO SELF-EVALUATION EXERCISE

1. The total number of transactions that processed is one.

2. This PTRO was prepared on 15 Nov 93.

3. The "cycle/date" of this PTRO is 14 Nov 93.

4. Four transactions did not process.

5. There is only one Compatibility Printline shown on this PTRO.

6. KF 931114.

7-1. No, this transaction processed without error.

7-2a. Yes, this transaction contains an error.

2b. The two errors are essential validity errors (prefixes of "E").

7-3a. Yes, this transaction contains an error.

7-3b. It contains an essential compatibility error. (You know this by the prefix "C" on the error mnemonic (CDYS). Also, the Compatibility Printline alerts you that a compatibility error is present.)

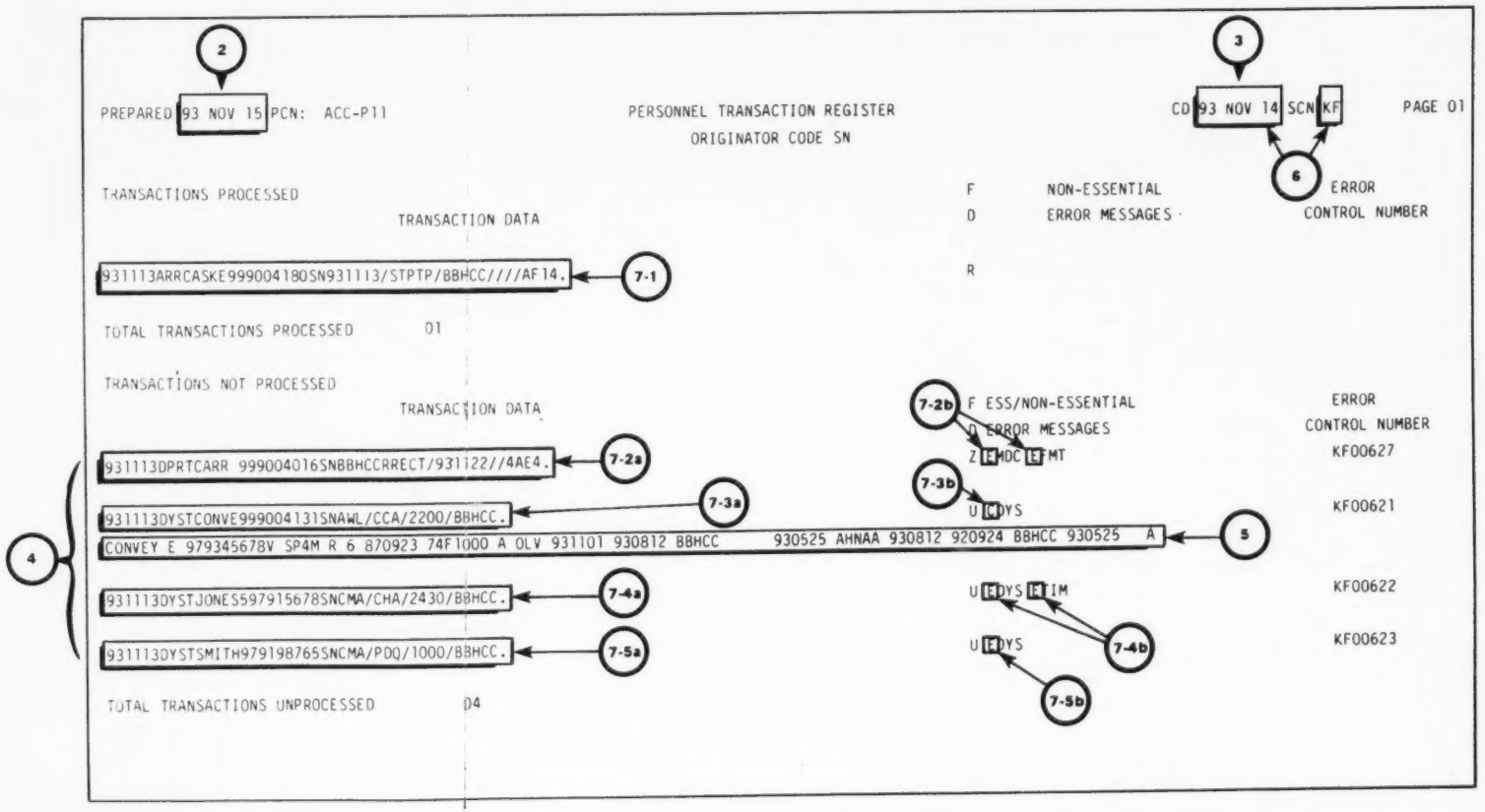
7-4a. Yes, this transaction contains two errors.

7-4b. The errors are essential validity errors. (The prefix "E" on the mnemonic (DYS and TIM) tell you this.)

7-5a. Yes, this transaction contains an error.

7-5b. The error is an essential validity error. (The prefix "E" of EDYS alerts you to this.)

If you missed any of these questions, go back and review the lesson.


2
3
PREPARED 93 NOV 15 PCN: ACC-P11
PERSONNEL TRANSACTION REGISTER
ORIGINATOR CODE SN
CD 93 NOV 14 SCN KF
PAGE 01
6
ERROR
CONTROL NUMBER
TRANSACTIONS PROCESSED
TRANSACTION DATA
F NON-ESSENTIAL
D ERROR MESSAGES
R
931113ARRCASKE999004180SN931113/STPTP/BBHCC////AF14.
7-1
TOTAL TRANSACTIONS PROCESSED 01
TRANSACTIONS NOT PROCESSED
TRANSACTION DATA
7-2b
F ESS/NON-ESSENTIAL
D ERROR MESSAGES
Z EMDC EFMT
ERROR
CONTROL NUMBER
931113DPRTCARR 999004016SNBBHCCRRECT/931122//4AE4.
7-2a
KF00627
7-3b
U CDYS
931113DYSTCONVE999004131SNAWL/CCA/2200/BBHCC.
7-3a
KF00621
4
CONVEY E 979345678V SP4M R 6 870923 74F1000 A OLV 931101 930812 BBHCC 930525 AHNAA 930812 920924 BBHCC 930525 A
5
931113DYSTJONES597915678SNCMA/CHA/2430/BBHCC.
7-4a
U EDYS ETIM
KF00622
7-4b
931113DYSTSMITH979198765SNCMA/PDQ/1000/BBHCC.
7-5a
U EDYS
KF00623
7-5b
TOTAL TRANSACTIONS UNPROCESSED 04

PRETEST/POSTTEST ANSWER KEY

Each part of an answer has a value of one point. The total possible score is 19 points. A passing score is 16 points or more.

	A		B				
TRANSACTION #	CONTAINS ERROR(S)		IF YES, WHICH KIND OF ERROR?				
	YES	NO	NONESSENTIAL VALIDITY	NONESSENTIAL COMPATIBILITY	ESSENTIAL VALIDITY	ESSENTIAL COMPATIBILITY
1		X ⑥				
2		X ⑦				
3	X ⑧		X ⑨			
4	X ⑩				X ⑪	
5	X ⑫				X ⑬	
6	X ⑭					X ⑮
7	X ⑯					X ⑰
8	X ⑱					X ⑲

1. Three
2. 13 Aug 94
3. Five
4. Three
5. 12 Aug 94

Answers six through nineteen are shown on the answer key below. An "X" indicates the correct answer.

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